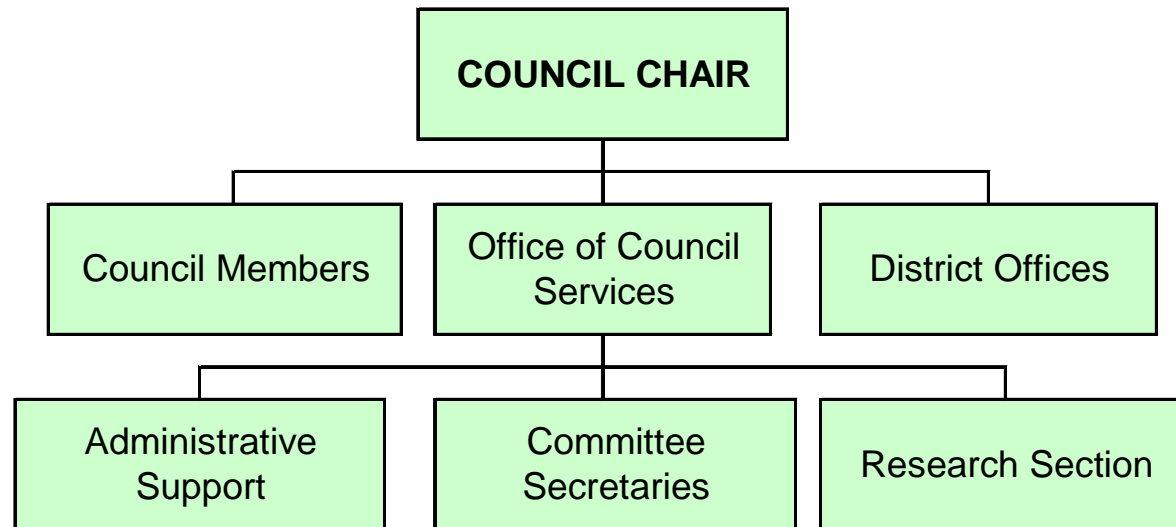


Departmental Organization Chart



Note: Council Chair delegates various aspects of the District Offices management.

Department Summary

Mission Statement:

To serve the community and promote the public good by supporting the legislative activities of the County Council and its members.

Department Goals:

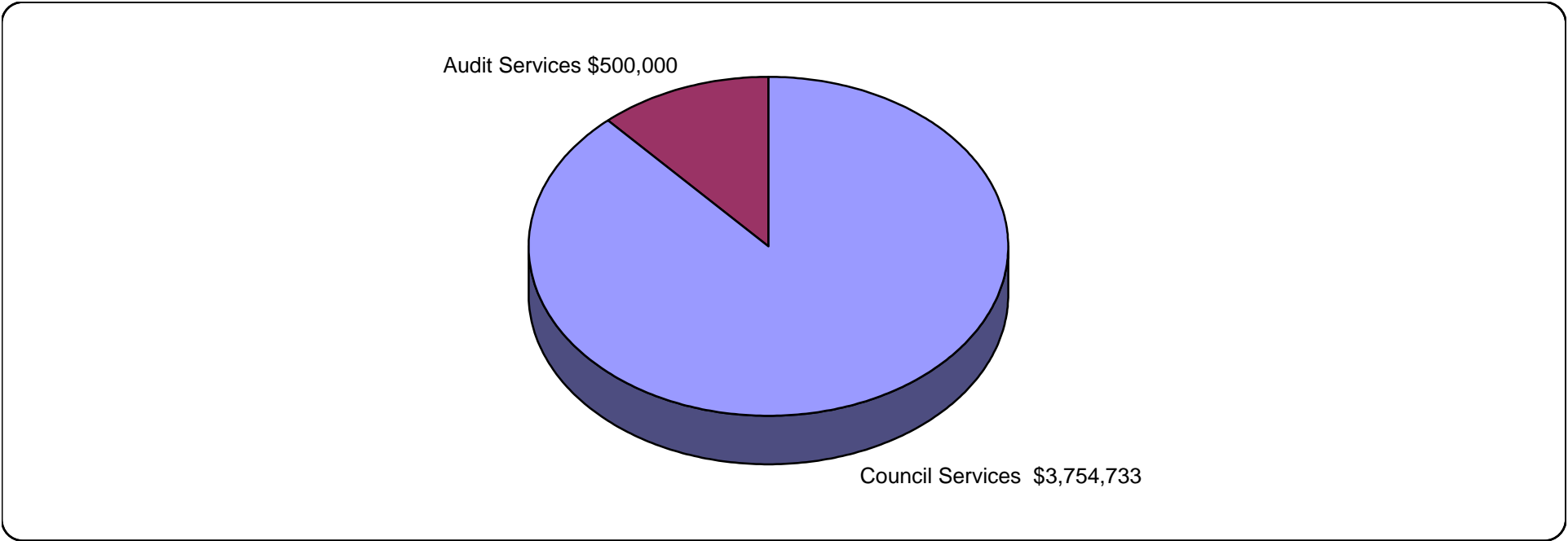
1. To meet legal requirements for legislative procedures 100% of the time and to comply with agreed-upon procedures for other legislative assistance 90% of the time.
2. To enable the Council and its members to carry out legislative functions established by Council policy, in compliance with agreed-upon standards and procedures 90% of the time.

Department Revenues and Expenditures:

	<u>General Fund</u>	<u>Bond Fund</u>	<u>Federal Funds</u>	<u>State Funds</u>	<u>Lapsed Bond</u>	<u>Park Assessment</u>	<u>Grant Revenue</u>	<u>Total</u>
<u>Revenues</u>								
Total Revenues	\$ 4,254,733	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,254,733
<u>Expenditures</u>								
Council Services	3,754,733	0	0	0	0	0	0	3,754,733
Audit Services	500,000							500,000
Total Expenditures	\$ 4,254,733	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 4,254,733

Department Summary

FY 2004 Budget by Program



General Fund:	\$	4,254,733
Grant Revenue:	\$	0
TOTAL BUDGET:	\$	4,254,733

Council Services

Program Description:

The Office of Council Services (OCS) provides research, clerical and logistical support to the committees and members of the Council in the performance of their official legislative duties.

The role of the central staff is to focus on the legislative work of the Council, its committees and its subcommittees. The office directly supports the policy-making process in the following ways: by providing staff support to ensure compliance with procedural requirements; by researching and organizing information on policy issues; by ensuring that the legislative process is properly coordinated and documented, especially with regard to the timely and efficient flow of information to the Council Members; and by responding to requests for information from the general public. In addition, the central staff provides the following types of support: fiscal, facilities, procurement and personnel administration processing for Council Members' individual offices; administrative assistance to the office of the Council Chair; and services for recurring major legislative activities, for example, annual budget deliberations, monitoring of State legislation, community plan reviews and Hawai'i State Association of Counties functions. The central staff is located on the seventh floor of the County building in Wailuku.

The OCS budget also includes continued funding for three offices in the outlying districts of Hana, Lana'i and Moloka'i, to provide residents of those remote districts with better access to Council Members and to legislative services generally.

Each Council Members' office is assigned a portion of the OCS budget, to give each member the flexibility and independence necessary to pursue each members' legislative priorities. The Council Members' offices are located on the eighth floor of the County building, while the Council Chair's office is located on the seventh floor with the OCS central staff.

Program Goal and Activities:

Goal 1	To meet legal requirements for legislative procedures 100% of the time and to comply with agreed-upon procedures for other legislative assistance 90% of the time.
Completion Date	June 30, 2004

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To ensure that the committees of the Council can hold meetings to carry out their legislative responsibilities, while complying with all legal requirements.	Research	Arrange for meetings and prepare related documents, under the guidance of the committee chairs.	170 meetings 250 committee reports	N	
	Committee Secretaries	Comply with legal requirements and agreed-upon procedures (excluding minutes) for meetings of the Council and its committees.	170 meetings	N	

Council Services***Program Goals and Activities (Continued):***

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To ensure that the committees of the Council can hold meetings to carry out their legislative responsibilities, while complying with all legal requirements.	Committee Secretaries	Prepare, review and issue minutes in compliance with legal requirements and agreed-upon procedures.	170 meetings	N	
	Administrative Support	Make copies of committee documents available to Council Members and resource persons prior to the meeting.	48,000 copies	N	
To provide Council-related documents to government agencies and the public, upon request.	Committee Secretaries	Provide documents and other information related to committees.	Requests fulfilled	N	
	Administrative Support	Provide documents and other information related to matters other than committees.	Requests fulfilled	N	
	Research	Provide documents and other information related to work done by the section	Requests fulfilled	N	
To provide research services to Council members or other legislative agencies, on policy issues or the legislative process.	Research	Provide research services to Council Members and other OCS agencies.	Projects completed. Documents prepared.	N	
	Administrative Support	Finalize and issue formal documents.	Documents.	N	
To provide reliable and updated information technology to users in the legislative branch.	Research	Maintain and improve the legislative branch's computer system.	41 workstations: - 20 OCS - 10 OCC - 18 Council - 3 District offices	N	

Council Services***Program Goals and Activities (Continued):***

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To ensure that employees receive proper payments and benefits; that supplies, services, equipment and facilities are properly procured and provided; and that employees and visitors have a safe, efficient and attractive work environment.	Administrative Support	Provide general office administrative services.	50 positions: - 20 OCS - 25 Council - 5 District Offices	N	
	Research	Provide administrative services assistance.	Projects	N	
	Committee Secretaries	Provide administrative services assistance.	Projects	N	
To ensure the reliability of the annual financial reports issued by the County.	Research	Develop specifications for and coordinate independent financial and program audits required by law (e.g., Single Audit Act).	Annual financial and federal Single Audit Act reports.	N	

Goal 2	To enable the Council and its members to carry out legislative functions established by Council policy, in compliance with agreed-upon standards and procedures 90% of the time.
Completion Date	June 30, 2004

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To enable the Council to fulfill its oversight responsibilities, through audits and other investigations.	Research	Assist the Council in specifying and coordinating appropriate audits of programs and operations.	Program audits.	N	
To support Council efforts to persuade and encourage the State Legislature to enact laws that improve the County's ability to deliver services.	Research	Assist the Council in monitoring State legislation in the County and HSAC legislative packages, and preparing written testimonies and other documents under the guidance of the Council Chair (legislative liaison).	Hearing notices reviewed. Testimonies issued.	N	
	Administrative Support	Finalize and issue documents relating to State legislation.	Documents issued.	N	

Council Services***Program Goals and Activities (Continued):***

Objective of Activity	Division	Activity	Activity Output	Grant Funded	Grant Amount
To enable the general public to view Council and committee meetings on television.	Research	Televis Council and committee meetings in a fair and objective manner, as approved by the Council Chair.	Meetings televised.	N	
To support public events sponsored by the Council.	Research	Assist the Council Chair in arranging for County legislative events, e.g., Council inauguration and HSAC conferences.	Events, e.g., inauguration and conferences.	N	
	Administrative Support	Assist with legislative events sponsored by the Council.	Events, e.g., inauguration and conferences.	N	
	Committee Secretaries	Assist with legislative events sponsored by the Council.	Events, e.g., inauguration and conferences.	N	
To provide Council Members with sufficient resources and flexibility to pursue their individual legislative priorities.	Council Member Offices	Assist Council Members in addressing their individual legislative priorities and constituent concerns, including ceremonial resolutions and certificates.	Constituent and legislative services.	N	
To provide residents of remote districts with access to legislative information.	District Offices	Maintain district offices in the districts of Hana, Lana'i and Moloka'i.	Legislative information, and assistance to Council Members.	N	

Program Resources - General Fund:

Expense Type	FY 2000 Actual	FY 2001 Actual	FY 2002 Actual	FY 2003 Appropriation	FY 2004		
					Request	Expansion	Actual
Salaries and Wages	\$ 1,963,264	\$ 2,105,208	\$ 2,175,033	\$ 1,634,653	\$ 1,692,460	\$ 0	\$ 1,692,460
Operations	422,138	681,322	767,612	2,045,290	2,002,465	0	2,002,465
Equipment	88,275	76,155	117,449	75,132	59,808	0	59,808
Program Total	\$ 2,473,677	\$ 2,862,685	\$ 3,060,094	\$ 3,755,075	\$ 3,754,733	\$ 0	\$ 3,754,733

Council Services

Program Highlights:

The office has implemented a program to use court reporters to ensure that minutes are produced within the 30-day period prescribed by law. The system is performing satisfactorily, after initial difficulties in establishing the appropriate level of review by OCS, and in meeting necessary deadlines for transcript submittals. In addition, a second program for preparing transcripts has been implemented, using a private secretarial services firm to transcribe committee minutes from previous Council terms. Quality control procedures have also been developed for this kind of transcription work, and the contractor is increasing its staff to enable it to produce more work. Both programs were procured by soliciting competitive sealed proposals.

The office implemented a document imaging system on a pilot project basis. The goal is to enable the office to improve its services, by letting its workers store, organize and retrieve documents through the office's local area network. The pilot project was intended to determine whether a relatively standard, mid-level document imaging system could be implemented without substantial custom programming and maintenance. So far, the system has proven suitable, and the office aims to gradually integrate the system into its entire operations. Eventually, the office hopes that the Council Members will use the system in Council and committee meetings, although many practical problems will have to be addressed and resolved before a transition can be made.

The office used competitive procurement procedures to obtain services needed to produce and broadcast Council and committee meetings. The past practice of granting funds to Akaku: Maui Community Television, Inc. was discontinued at the recommendation of the Department of the Corporation Counsel, because this type of service was not clearly exempted from the State procurement regulations and because other counties arrange for similar services by competitive procurements. After a competitive sealed proposals procurement process, Akaku was awarded the contract. Akaku is continuing its work on identifying and implementing a feasible accommodation of hearing-impaired viewers during real-time (i.e. "live") broadcasts.

Performance Measures:

	FY 2002 Actual	FY 2003 Estimate	FY 2003 1st Qtr
Formal meetings (committees, etc.)	217	160	40
Council resolutions	244	180	54
Bills for ordinances	128	85	12
Committee reports	265	205	64

Audit Services***Program Resources - General Fund:***

Expense Type	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004		
	Actual	Actual	Actual	Appropriation	Request	Expansion	Actual
Salaries and Wages	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Operations	0	0	0	0	0	500,000	500,000
Equipment	0	0	0	0	0	0	0
Program Total	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	500,000	500,000